



DECEMBER CLOSURE DAYS



Shelton State will be closed from December 23rd through December 27th for the Christmas Holidays. The school will also be closed on January 1st for New Year's.

DECEMBER PAYROLL

Payroll Checks will be issued to employees on Friday, *December 20th*. Due to this early pay date, time sheets for all hourly employees are to be in the payroll office by *5:00p.m., December 13th*. Time sheets submitted after this time will be paid in January.

Also because of the limited time available for processing the payroll, your December check stub will not have December's leave records included. All leave records will be updated and reflected on your January pay stub.

PERSONNEL HANDBOOKS

Copies of the colleges new Personnel Handbook will be distributed within the next week. The handbook will contain information on policies and procedures that affect personnel and the day to day operation of the college.

Employees are encouraged to keep their handbook in a three-ring binder. As State Board or School Policy change supplements to the handbook will be issued.

Please contact Rick Rogers at extension 2472 if you have any recommended changes or improvements for the handbook.

DON'T DRINK THE WATER

Kim and Keith Davis are the proud parents of a bouncing baby boy, Nicholas Brett. Nicholas weighed in at 7 lbs. 9 ounces.



David and Nancy Sandy also have great news in the birth of their daughter, Dylan. Dylan weighed 7 lbs. 11 ounces.

*Congratulations to Keith,
Kim, Dave, and Nancy!*

NUMBER OF WORK DAYS

CLARIFIED

From time to time there are questions regarding the number of work days in a contract year for support staff and administration. The State Board of Education Policy 610.02 states:

"The colleges shall be open all days except Saturdays, Sundays, and the nine official holidays:

1. New Year's Day
2. Martin Luther King's/Robert E. Lee's Birthday
3. Independence Day
4. Labor Day
5. Veterans Day
6. Thanksgiving Day
7. Day After Thanksgiving
8. Christmas Eve
9. Christmas Day

and five other days designated in the official approved calendar. Days that the college is officially open are the duty days of all full-time non-instructional personnel."

The number of actual work days each year fluctuate from 258 - 262 days. This year there will be 261 duty days for non-instructional personnel.

The policy also states that in figuring a daily salary rate for employees an average of 260 work days per year will be used.

"A 260 workday per year which includes 14 official holidays will be used in computing the daily salary for non-instructional personnel."

MOMS AND PRESCHOOLERS NEEDED

The Department of Psychology at the University of Alabama need mothers and their preschool children (ages 3-6) to participate in a research project. The study involves 2 one-hour sessions, one week apart, at the Psychological Clinic on the University Campus. Mothers will be asked to play with their children and then answer some questions about the child's development.

Those interested in participating in the study should call 348-2510 and leave your name and number on the answering machine. Dr. Toni Eisenstadt will supervise the study.

Families will be paid \$10.00 for their participation.



NEW TUITION REFUND POLICY

The college recently received from the Chancellor's Office an interpretation of the tuition refund policy. This interpretation makes a distinction between students who drop a course and a student who withdraws from all their college course work.

Students that completely withdraw will still receive tuition refunds according to the policy as stated in the 1991-93 college catalog.

Students who drop a course and have courses remaining on their schedule will no longer receive a refund after the drop/add late registration period.

EMPLOYEE PROFILE:

THE SHELTON STATE FAMILY

The College's Library provides many vital services to employees and students. Always willing to assist with a warm smile is **Donna Ussery**, Audio Visual Specialist.

Donna worked part-time for the college before joining the Library staff full-time in February 1986. Her responsibilities include coordinating with faculty and students all audio visual activities, equipment and supplies.

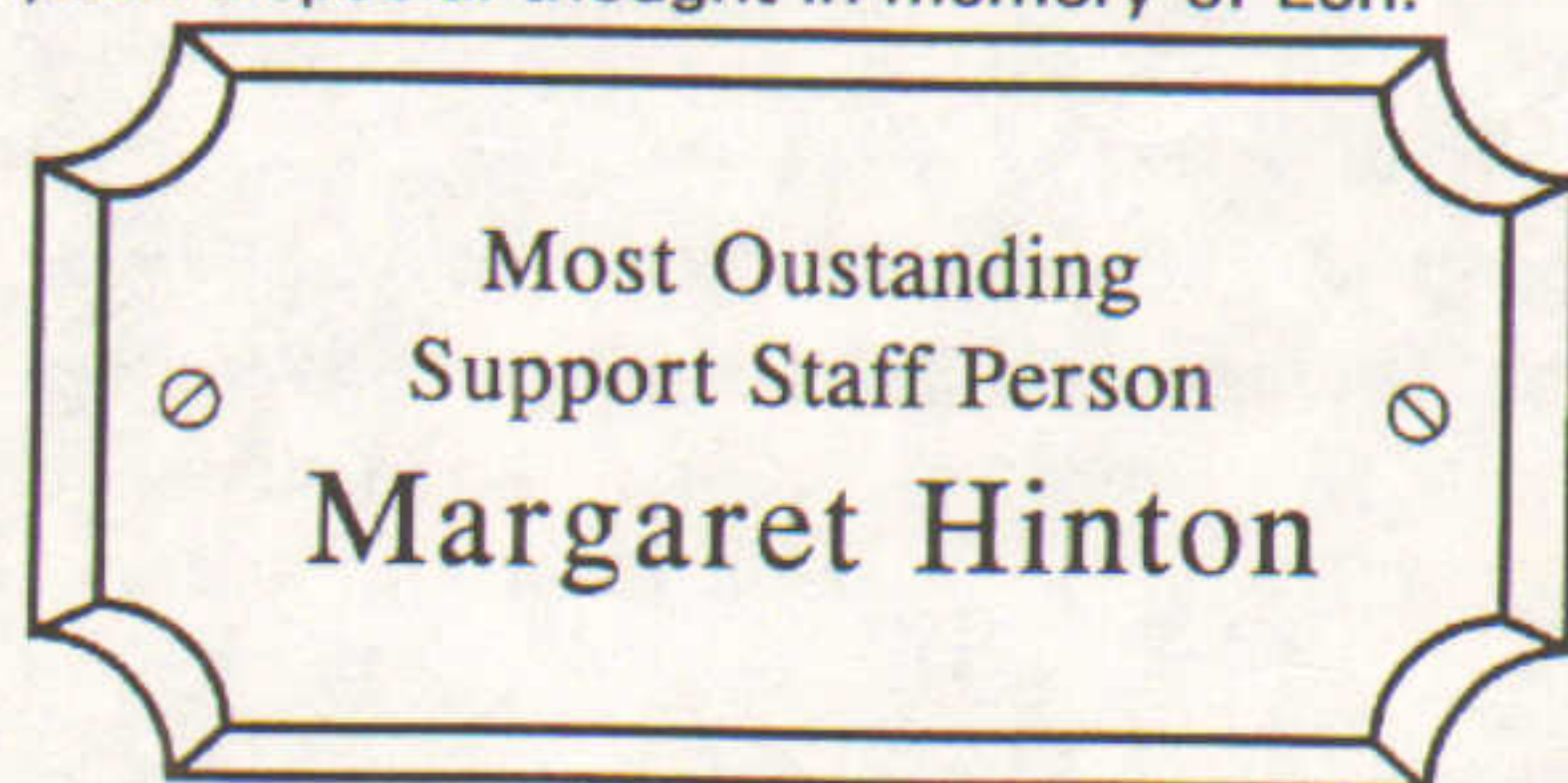
Donna is married to **Bobby Ussery** and they have two children, **Dana** 16, and **Josh** 13. Her hobbies include watching sports and spending time with her family.

Donna says she considers the contact with students as the her favorite aspect of her job.

EMPLOYEES RECOGNIZED

During the Alabama College Association conference in Birmingham on November 25th and 26th, several employees were recognized for their outstanding achievements. Kim Inman, LPN Instructor was selected as the "Most Outstanding Technical College Instructor" in the state of Alabama. Mr. Lon Alexander was recognized as Shelton State's "Most Outstanding Junior College Instructor."

Also receiving plaques were Margaret Hinton, Shelton State's "Most Outstanding Support Staff Person" and Ann Capel as Shelton State's "Most Outstanding Administrator." Congratulations to Kim, Margaret and Ann, and a special thought in memory of Lon.



RACING SANTA

Almost everyone has forgotten someone at one time or another. There is always someone we need to send something fast, whether it's a fruit cake to Aunt Jane or a card to Uncle Jack.

Here's how to do it.

The major overnight letter and parcel shippers in the U.S. are Airborne Express, DHL Worldwide Express, Emery Worldwide, Express Mail (U.S. Postal Service), Federal Express and United Parcel Service (UPS).

Consistent winners for price are UPS and the Postal Service. We found ways to save even more with UPS by bypassing air delivery completely.

They're cheaper, but can you trust them to get your package there on time? Yes. Shippers don't like to part with on-time delivery statistics, but Express Mail's on-time stats are in the mid 90s. UPS claims a tub-thumping 99.9% success rate with its next-day air service. Market leader Fed Ex says it delivers on schedule just under 98% of the time.

"All the main players have on-time performance well into the 90s-plus," says Ted Scherck, president of the Colography Group, a Georgia-based research and consulting firm for the transportation industry. "The market is that demanding."

HOLIDAY RUSH

All the shippers-including the Postal Service's Express Mail-say they are rested and ready for the holiday mailing crunch. Last-minute overnight parcels should arrive on time.

Christmas is on a Wednesday this year, so if you want an overnight parcel to arrive by Tuesday, Christmas Eve, you'll need to send it overnight on Friday, December 21, because Saturday and Sunday don't normally count as "overnight" days. Thursday, December 19, would be the last day for "second-day" delivery service by Monday.

An exception is Express Mail, which operates 365 days a year, without weekend or holiday gaps. You can send something on Sunday, December 23, for delivery by noon on Eve. (Parcels must be taken to a main post office or airport post office on Sundays; call a post office for details.)

*adapted from Changing Times dec, 1990 - William Giese



*Merry Christmas
and
Happy New Year*

